

## **Affirmative Action & Equal Employment Opportunity Policy Statement**

The Department of Administration supports the development and implementation of policies and practices that ensure equal employment opportunity (EEO) for all persons employed by, or seeking employment with the Department of Administration (DOA). This support guarantees the creation of work environments that ensure non-discrimination for all people as required by federal, state, and departmental laws, policies, rules, and regulations. Providing equal employment opportunity is an ethical, legal, social, and economic necessity to maintain a work force of the highest quality and productivity.

In addition, affirmative action (AA) efforts will be taken on behalf of women, racial/ethnic minority groups, and people with disabilities for positions in which representation from those groups are traditionally underutilized.

DOA actions and policies will assure equal employment opportunity and non-discrimination for all persons regardless of age, disability, national origin or ancestry, race, color, religion, creed, gender, sexual orientation, marital status, political affiliation (except for unclassified positions specified in ss. 230.08(2)(c) and 20.923(8)(9), Wis. Stats.), arrest or conviction record (except for those positions held by peace officers as defined in s. 939.22(22), Wis. Stats.) and membership in the national guard, state defense force or any other reserve component of the military of the United States or this state.

It is DOA's intent to maintain a professional and respectful work environment which supports employees so they can be productive and effective in their jobs. This means that DOA will take steps to ensure the workplace is free of discriminating and harassing behavior.

The *Informal Employee Complaint Procedure* has been established to address complaints made by employees about discrimination and harassment. The procedure is available on the Department of Administration intranet, in the Employee Handbook, and discussed during new employee orientation. Employees should contact the Department's AA/EEO Officer or their supervisor for further information on the procedure.

DOA will provide reasonable accommodations for people with disabilities whenever the person's disability presents a documented barrier to employment opportunities or restricts the ability to perform a job. Appropriate accommodations will be provided to ensure equal access to employment and all benefits associated with employment.

Questions, concerns, complaints, or requests for additional information regarding the Department's AA/EEO program may be directed to the agency's AA Officer:

Bureau of Human Resources, 9th Floor  
State Administration Building  
101 E. Wilson Street, Madison, WI 53703  
**608-261-8078**  
DOABureauofHumanResources@wisconsin.gov